

**Administrative Consultation Meeting  
December 9, 2014  
4PM – 2C10  
Agenda**

**Attendees:**

Alan Hooker, Human Resources  
Wally De Covarrubia, Human Resources  
Debbie Brewer, Human Resources  
Roger Ibarra, MSO  
Ray Reiner, HASA

Start Time: 4:10PM

End Time: 4:30PM

**I. Items requiring consultation:**

**Office of Student Support:**

**F-1 APPROVAL OF THE 2015–2016 ACADEMIC CALENDAR**

*Response: Roger Ibarra stated that he could respond to questions regarding this item because he was on the committee; however, there were no questions or concerns.*

**Office of Finance:**

**I-4 APPROVAL OF CAFETERIA PLAN AMENDMENT**

*Response: There was no one at the meeting to introduce this item or respond to questions; however, there were no questions or concerns.*

**K-2 PROPOSED REVISIONS TO BOARD POLICY CRD(LOCAL),  
INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE  
INSURANCE—SECOND READING**

*Response: There was no one at the meeting to introduce this item or respond to questions.*

*Ray Reiner stated that the District buys insurance predicated on population of HISD employees; HASA recommends going with an insurance company that covers employees state-wide so employees can get a higher amount of coverage for less money.*

**Office of Legal Services:**

**K-3 PROPOSED REVISIONS TO BOARD POLICIES DFFA(LOCAL),  
REDUCTION IN FORCE: FINANCIAL EXIGENCY, DFFB(LOCAL),  
REDUCTION IN FORCE: PROGRAM CHANGE, AND DFFC(LOCAL)  
REDUCTION IN FORCE: CONTINUING CONTRACTS—SECOND  
READING**

*Response: There was no one at the meeting to introduce this item or respond to questions; however, there were no questions or concerns.*

**Office of Human Resources:**

**G-1 CONSIDERATION AND APPROVAL OF A VOLUNTARY EARLY NOTIFICATION PROGRAM FOR TEACHERS AND CAMPUS LEADERSHIP**

*Response: Alan Hooker introduced item; to identify vacancies early and provide principals the opportunity to recruit and staff accordingly while providing an incentive to those who plan to resign or retire at the end of their duty schedule.*

*Wally de Covarrubia also included that the plan will now include principals and deans. There were no questions or concerns.*

**K-5 APPROVAL TO WAIVE BOARD POLICY BF(LOCAL), BOARD POLICIES, AND APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY DN(LOCAL), PERFORMANCE APPRAISALS—FIRST READING**

*Response: Wally de Covarrubia introduced the item; requesting a correction on the policy to be in line with the Texas Education Code Section 21.355. There were no questions or concerns.*

**II. HASA Concerns:**

1. HASA requests information related to Food Service managers. There have been some situations where there have been some problems, concerns or issues in the school food service area and the manager deal directly with the Food Service dept. and by-passes the school principal.

*Ray Reiner asked how they are going to get this information and respond, to which Alan Hooker stated that Food Service Administrators would receive the notes with his concerns so they can respond. Mr. Reiner expects an answer prior to the next Administrative Consultation Meeting and requests that someone be at the next meeting to respond to their concerns. He stated that he took time out of his schedule to be here and that they should do the same.*

*Mr. Reiner stated that principals know nothing about the issues and are not provided the opportunity to address the concern when it deals with food service because the managers go directly to the Food Service Department. HASA would like to know what the policy/procedures are regarding this and feels that principals should be aware of issues that go on in their building.*

*Response: Nutrition Services Department team leads in schools are required to communicate with school administration on a regular basis on all matters related to students and school specific concerns. Nutrition Services in not aware of any outstanding issues related to principals not being informed of these matters. A representative from Nutrition Services will be at the next Administrative Consultation meeting.*

2. Textbook Audits, Fixed Asset Audits and Financial record Audits are very important. What is HISD's current procedures in addressing these audits?

Ray Reiner asked what are the policies/procedures related to these Audits. When do they occur? Who conducts them? Where do they go? Does anybody care? He stated, "We are talking about millions of dollars and we never hear anything about these audits".

*Response: Alexis Licata - Textbook audits are conducted on a yearly basis by every campus in the district. The self-audit, completed by each campus, is due approximately 3 weeks after the close of the school year. Additionally, the textbook operations department conducts full inventory audits on 1/3 of the schools every summer. The rotation allows us to conduct an audit at each school every 3 years. The audit results (weather the school self-audit or the audit conducted by textbook operations) is submitted to financial accounting every August. The Accounting department in turn sends out textbook bills to every campus. The campus has the opportunity to recover books from students and report their findings to adjust their bill or pay the bill by the deadline.*

*Additionally, the textbook operations department conducts a full inventory audit at the central warehouse every December to reconcile inventory.*

### III. **Houston Area Alliance of Black School Educators (HAABSE) Concerns:**

1. Continued concerns with the Instructional Specialists on our campuses receiving so little concern in regards to ASPIRE Payouts. They are most times the hardest working employee on the campus in regards to instruction, and they are paid so little. Maybe if we keep bringing it to the forefront, someone will finally listen.

*Response: Alan Hooker responded for Audrey Gomez. The ASPIRE award is designed to award classroom teachers working with students. The district has elected to place most of the award to classroom teachers. Other groups are included but not at the same reward level as a teacher at a tested grade level.*

2. Are menus for Thanksgiving in stone for now on? They went from Turkey and Dressing to Rice. Some of our students don't get traditional Thanksgiving meals and some even have meals prepared for them at churches and nonprofit organizations. It just didn't seem traditional to replace dressing with rice. Is there a nutritional or cost effective reason for the change, and is it permanent?

*Response: As part of the regulations for the National School Lunch Program, we are required to serve whole grain rich items, including the cornbread dressing. There are no dressing products that have the whole percentage needed to fulfill the requirement. We are developing a recipe that will be on our menus next year that will meet the requirements.*

### IV. **AHSA:**

No concerns submitted.